

Management System: Real Property Management
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Subject Area: Other Interests In Real Property

Procedure: Acquiring Or Granting A Right Of Entry
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Issue Date and Revision Number: 3/10/15 0	Lead Subject Matter Expert: Larry Kelly	Management System Owner: Bud Sokolovich
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1.0 Applicability

This procedure applies to any U.S. Department of Energy (DOE) site that has accountability for Federal property under the purview of the Office of Environmental Management Consolidated Business Center (EMCBC).

This procedure applies when a need has been identified by an outside entity to enter upon DOE land, property, or DOE or its contractor has identified a need to enter upon the land or property belonging to another entity for conducting a survey, study or such other exploratory work as described in the Right of Entry agreement. The purpose of the Right of Entry is to have a record that the property owner has granted permission to provide access onto its property.

2.0 Required Procedure

Step 1	The Site Officer or the EMCBC receives a request or has identified a need to access property belonging to another entity.
Step 2	The Site Office reviews the transaction for completeness and appropriateness and forwards the action to the Real Estate Contracting Officer (RECO) or Certified Realty Specialist (CRS) or Realty Specialist to be processed.
Step 3	The RECO/CRS/Realty Specialist makes the determination on whether the following are required: <ul style="list-style-type: none"> • Coordinates with the appropriate offices to obtain the required National Environmental Policy Act (NEPA), Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), and other environmental concurrences.

	Additional Subject Matter Experts may be consulted as necessary to ensure that other areas are adequately covered, such as safety and security.
Step 4	The RECO/CRS/Realty Specialist drafts the right of entry agreement and works in conjunction with the Office of Chief Counsel, Site Office, and other entities to ensure that all legal conditions, regulatory requirements, etc. are being followed.
Step 5	<p>The RECO/CRS/Realty Specialist:</p> <ul style="list-style-type: none"> • Submits the draft agreement to the appropriate personnel for review and comment. • Forwards the draft agreement to the requesting office for review and comment. • Works to resolve any concerns and revises the draft agreement accordingly. • Prepares the final agreement and transmits the agreement to the appropriate parties for signature. <p>Retains an original signed copy of the agreement and forwards a copy to the appropriate personnel.</p>

3.0 References – Forms/Attachments/Exhibits – N/A

4.0 Records Generated

Records generated through implementation of this procedure are identified as follows and are maintained by the Office of Technical Support and Asset Management in accordance with the EMCBC Organizational File Plan:

Records Category Code	Records Title	Responsible Organization	QA Classification (Lifetime, Non-Permanent, or Not Applicable)
ADM 03-01-A	Real Property Files – Original Executed Right of Entry and Supporting Documentation	Office of Technical Support and Asset Management	N/A

EMCBC RECORD OF REVISION**DOCUMENT TITLE: Acquiring Or Granting A Right Of Entry**

If there are changes to the controlled document before the two-year review cycle, the revision number stays the same; one of the following will indicate the change:

I Placing a vertical black line in the left margin adjacent to sentence or paragraph that was revised; or

I Placing the words GENERAL REVISION at the beginning of the text. This statement is used when entire sections of the document are revised.

If changes and updates occur at the two-year review cycle, the revision number increases by one.

Rev. No.	Description of Changes	Revision on Pages	Date
0	Initial Document		3/10/2015